

Please provide the following information, and submit to the NOAA DM Plan Repository.

Reference to Master DM Plan (if applicable)

As stated in Section IV, Requirement 1.3, DM Plans may be hierarchical. If this DM Plan inherits provisions from a higher-level DM Plan already submitted to the Repository, then this more-specific Plan only needs to provide information that differs from what was provided in the Master DM Plan.

URL of higher-level DM Plan (if any) as submitted to DM Plan Repository:

1. General Description of Data to be Managed**1.1. Name of the Data, data collection Project, or data-producing Program:**

NOAA Form 370 Database

1.2. Summary description of the data:

The data set contains information from submitted NOAA Form 370s, also known as the Fisheries Certificate of Origin, for imported shipments of frozen and/or processed tuna. Data collection from May 2001 to September 2016 is contained in an Access database and in hard copy format (subject to NARA disposition schedules). From September 2016 to present, data is stored in the NMFS Office of Science and Technology ITDS database. Data elements include the Customs and Border Protection (CBP) entry number, CBP entry date, HTS code, flag of catcher vessel, ocean area, gear type, and trip dates, and dolphin safe status. Non-summarized data is considered to be business confidential information and is protected from release by law.

1.3. Is this a one-time data collection, or an ongoing series of measurements?

Ongoing series of measurements

1.4. Actual or planned temporal coverage of the data:

2001-05 to Present

1.5. Actual or planned geographic coverage of the data:

The data set contains global information as tuna is a globally traded commodity.

1.6. Type(s) of data:

(e.g., digital numeric data, imagery, photographs, video, audio, database, tabular data, etc.)
Document (digital)

1.7. Data collection method(s):

(e.g., satellite, airplane, unmanned aerial system, radar, weather station, moored buoy, research vessel, autonomous underwater vehicle, animal tagging, manual surveys, enforcement activities, numerical model, etc.)

Instrument: N/A

Platform: N/A

Physical Collection / Fishing Gear: N/A

1.8. If data are from a NOAA Observing System of Record, indicate name of system:**1.8.1. If data are from another observing system, please specify:****2. Point of Contact for this Data Management Plan (author or maintainer)****2.1. Name:**

William Jacobson

2.2. Title:

Metadata Contact

2.3. Affiliation or facility:**2.4. E-mail address:**

bill.jacobson@noaa.gov

2.5. Phone number:

562-980-4035

3. Responsible Party for Data Management

Program Managers, or their designee, shall be responsible for assuring the proper management of the data produced by their Program. Please indicate the responsible party below.

3.1. Name:

William Jacobson

3.2. Title:

Data Steward

4. Resources

Programs must identify resources within their own budget for managing the data they produce.

4.1. Have resources for management of these data been identified?

Yes

4.2. Approximate percentage of the budget for these data devoted to data management (specify percentage or "unknown"):

Unknown

5. Data Lineage and Quality

NOAA has issued Information Quality Guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of information which it disseminates.

5.1. Processing workflow of the data from collection or acquisition to making it publicly accessible

(describe or provide URL of description):

Lineage Statement:

For all imports of frozen and/or processed tuna into the United States, Message Set data and the NOAA Form 370 are uploaded by the importer's customs broker into U.S.

Customs and Border Protection servers. This information is then auto downloaded the next day by NMFS Office of Science and Technology (ST) servers and is available for review the same day. Review by the Tuna Tracking and Verification Program (TTVP) team reviews the information and enters certain fields of the NOAA Form 370 into the NMFS ITDS Database. For U.S. domestic tuna cannery receipts, reports are sent directly to the TTVP. Reports are due by the last day of the month following the month being reported. Data is currently uploaded annually into NMFS ST servers. However, plans are being prepared for uploads on a quarterly or monthly basis.

5.1.1. If data at different stages of the workflow, or products derived from these data, are subject to a separate data management plan, provide reference to other plan:

5.2. Quality control procedures employed (describe or provide URL of description):

Data entered by the TTVP review team is subject to range limits pre-described for various data elements. Data submitted by industry, is reviewed for consistency and completeness and, for certain data elements, subject to criteria range limits set forth by the TTVP review team.

6. Data Documentation

The EDMC Data Documentation Procedural Directive requires that NOAA data be well documented, specifies the use of ISO 19115 and related standards for documentation of new data, and provides links to resources and tools for metadata creation and validation.

6.1. Does metadata comply with EDMC Data Documentation directive?

Yes

6.1.1. If metadata are non-existent or non-compliant, please explain:

6.2. Name of organization or facility providing metadata hosting:

NMFS Office of Science and Technology

6.2.1. If service is needed for metadata hosting, please indicate:

6.3. URL of metadata folder or data catalog, if known:

<https://www.fisheries.noaa.gov/inport/item/17220>

6.4. Process for producing and maintaining metadata

(describe or provide URL of description):

Metadata produced and maintained in accordance with the NOAA Data Documentation

Procedural Directive: https://nosc.noaa.gov/EDMC/DAARWG/docs/EDMC_PD-Data_Documentation_v1.pdf

7. Data Access

NAO 212-15 states that access to environmental data may only be restricted when distribution is explicitly limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by security requirements. The EDMC Data Access Procedural Directive contains specific guidance, recommends the use of open-standard, interoperable, non-proprietary web services, provides information about resources and tools to enable data access, and includes a Waiver to be submitted to justify any approach other than full, unrestricted public access.

7.1. Do these data comply with the Data Access directive?

Yes

7.1.1. If the data are not to be made available to the public at all, or with limitations, has a Waiver (Appendix A of Data Access directive) been filed?

7.1.2. If there are limitations to public data access, describe how data are protected from unauthorized access or disclosure:

7.2. Name of organization of facility providing data access:

7.2.1. If data hosting service is needed, please indicate:

NCEI appropriate data distributor

7.2.2. URL of data access service, if known:

7.3. Data access methods or services offered:

Contact the West Coast Region, Sustainable Fisheries Division, Tuna Tracking and Verification Program, Long Beach, California Office.

7.4. Approximate delay between data collection and dissemination:

at least 2 months

7.4.1. If delay is longer than latency of automated processing, indicate under what authority data access is delayed:

Manual processing and verification requirement for cannery receipt data. One day delay of data obtained from U.S. Customs and Border Protection.

8. Data Preservation and Protection

The NOAA Procedure for Scientific Records Appraisal and Archive Approval describes how to identify, appraise and decide what scientific records are to be preserved in a NOAA archive.

8.1. Actual or planned long-term data archive location:

(Specify NCEI-MD, NCEI-CO, NCEI-NC, NCEI-MS, World Data Center (WDC) facility, Other, To Be Determined, Unable to Archive, or No Archiving Intended)

TO_BE_DETERMINED

8.1.1. If World Data Center or Other, specify:**8.1.2. If To Be Determined, Unable to Archive or No Archiving Intended, explain:****8.2. Data storage facility prior to being sent to an archive facility (if any):**

West Coast Regional Office - Long Beach, CA

The Tuna Tracking and Verification Program operates out of the NMFS West Coast Regional Office in Long Beach, California.

8.3. Approximate delay between data collection and submission to an archive facility:

Unknown

8.4. How will the data be protected from accidental or malicious modification or deletion prior to receipt by the archive?

Discuss data back-up, disaster recovery/contingency planning, and off-site data storage relevant to the data collection

Secured network

9. Additional Line Office or Staff Office Questions

Line and Staff Offices may extend this template by inserting additional questions in this section.